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3-14-2011

### Final Report Procedures - Commission Decision Making (Email and Findings)

Truth, Justice, and Reconciliation Commission

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## **COMMISSION DECISION MAKING: BY EMAIL, AND FOR FINDINGS AND RECOMMENDATIONS**

1. **Decisions by Email.** Commission decisions may be made by email, so long as at least six Commissioners (including at least one international Commissioner) have indicated their preference on the decision being proposed. Approval shall be by consensus or by majority vote. Only the Chair may send an email to all Commissioners containing items for decision, and the email shall have the subject line: "Decision for Commissioners Number xx," with "xx" starting at "1" and then sequential numbers to indicate how many such messages have been sent. If a Commissioner does not respond to such an email within two business days, then every day for two successive days the Chair shall send an SMS and phone any Commissioner who has not responded. If there is still no response from the Commissioner, then that Commissioner will be deemed to have participated and to have abstained on the decisions proposed in the email.

2. **Decisions regarding Findings and Recommendations for Final Report.** The Commission will approve its findings and recommendations by consensus at a formal meeting of the Commission, except that if a quorum is not present for three successive meetings to discuss and vote on the findings and recommendations, the Commission process of making decisions by email (see paragraph 1 above) shall then be used. Silence by a Commissioner shall be deemed to be consent to the finding or recommendation, and shall be so recorded in the minutes. If consensus is not reached, then approval will be by majority vote. The vote of each Commissioner shall be recorded and shall form a part of the minutes of that meeting. If there is no consensus and a vote is required, every member of the Commission voting may put in writing the reasons for their vote (whether positive or negative) to be distributed to each Commissioner.

14 March 2011